

Risk Assessment Matrix

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Section A1 - Assessment Information

| | |
|-----------------------------|--|
| Assessment reference number | RD/AR/CE/001 - Civil Enforcement Duties and Car Park Machine Maintenance |
| Assessment date | 22/06/2020 15:36 |
| Activity / item / area | |
| Contract description | Council Owned Car Parks |
| Contract site | n/a |

| | |
|----------------------|------------------------------|
| Persons at risk | Employees, Members of Public |
| Assessor | Neil Guest |
| Risk Matrix Format | 5x5 |
| Monitoring frequency | Every 1 Years |
| Next review date | 22/06/2021 |
| Reviewer | Neil Guest |

Section M1 - Monitoring Information

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|--------------------------------|--|
| Person carrying out monitoring | |
| Department / location | |
| Monitoring date | |

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| Monitoring notes |
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Section A2 M2 - Risk / Control Measures

| Hazard | Control Measures | Likelihood | Consequence | Risk Level |
|--------------------------------------|--|------------|-------------|------------|
| General: Tripping / slipping | Safety Boots are provided for staff. | 1 | 4 | 4 |
| | Staff should remain vigilant during inclement weather. | | | |
| | There is a defects procedure for reporting defects on premises. | | | |
| | There is an inclement weather procedure in place that will block off areas of car parks that become treacherous. | | | |
| General: Fire / flammable atmosphere | A Fire Risk Assessment for Midway (enclosed car park) has been completed by a competent person. | 1 | 5 | 5 |
| | Dry Risers are regularly checked on Midway Car Park | | | |
| | Fire Exits are signposted on Midway Car Park | | | |
| | Lightening Conductors are on Midway Car Park | | | |
| General: Electric shock | All machines are mains fed, and access cannot be gained to the electrics. | 1 | 5 | 5 |
| | If defects are found with the machines, engineers are called to repair them. | | | |
| | Ticket machines are low voltage. | | | |
| | Ticket Machines are maintained by a competent person every quarter | | | |
| General: Moving machinery / parts | Only competent persons carry out maintenance work. | | | N/A |
| | Planned preventative maintenance scheme in operation. | | | N/A |
| General: Moving vehicles | Any incidents should be reported on T100 and to the Police. | 2 | 5 | 10 |
| | CEO's should remain vigilant at all times. | | | |
| | Some car parks are covered by CCTV | | | |
| | Uniforms worn by CEO's contain reflective strips. | | | |
| General: Biological Agents | cleaning wipes used twice daily on all touch points | 1 | 5 | 5 |
| | staff have been trained in cleaning & PPE wearing | | | |
| | staff have seen covid19 risk assessments and will be following waste guidance | | | |
| | staff issued with disposal gloves for cleaning and vulnerable staff provided with face masks and visors | | | |
| Evaluation / score % | | | | |

Section M3 - Further Actions Required

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|-------------|----------|----------|
| Description | Assignee | Due Date |
|-------------|----------|----------|

